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30 MAY 1967

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 May 1967

1. Recruitment Activities:

a. Clerical Recruiters' Conference: We are conducting a conference for our Clerical Recruiters from 19 - 23 June 1967. Included in the program for the recruiters are tours of the Office of Computer Services, Records Integration Division, [REDACTED] and the Cable Secretariat.

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b. "Skills Bank" Orientation: [REDACTED] our recruiter from

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[REDACTED] will be the first of a selected group of Field Recruiters who will spend one or two weeks observing and working in the Applicant Selection Branch and the Career Trainee Program Branch. This kind of on-the-job training will, we believe, give our Field Recruiters an even better insight into the selection process at Headquarters.

c. Summer-Only Program: A total of 17 summer-only employees entered on duty during the month of May. At the present time, we expect 42 to enter on duty on Thursday, 1 June 1967.

2. Special Vietnamese Program: [REDACTED] in the second

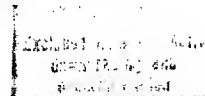
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increment of the Special Vietnamese Program reported to the Agency on 26 May and will commence their training on Monday, 29 May, with the original group which has just completed the six-week OCO course.

3. Key Personnel Change: Colonel [REDACTED] USA reported for duty with the Agency on 22 May 1967 and will be appointed Chief, Mobilization and Military Personnel Division effective 1 June 1967.

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4. Cooperative Education Program: Mr. [REDACTED] attended a southeast regional conference on Co-operative Education at Callaway Gardens, Pine Mountain, Georgia, from 22 - 25 May 1967. Georgia Tech was the principal host at this conference which was attended by 85 representatives of industry, 41 from educational institutions and 15 from Government agencies.

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His chief purpose in attending such meetings is to show Agency interest in Co-operative Education and increase his acquaintanceship with officials working in this field.

The plan to have the Technical Services Division become a participant in the Co-op Program has been approved by the Deputy Director for Plans. We are starting with a requirement for six Chemists, six Electrical Engineers, and four Mechanical Engineers.

5. 1967 Savings Bond Campaign: At the end of the third week of the 1967 Savings Bond Campaign, a total of [REDACTED] employees had signed up for E Bonds, and [REDACTED] employees had signed up for Freedom Shares. 584 of the employees buying Freedom Shares were already buying E Bonds. There were also 144 persons who were currently buying E Bonds who increased their allotments. During the same period last year, there were [REDACTED] new payroll savers and 259 had increased their allotments.

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The total amount of new allotments for both Savings Bonds and Freedom Shares for the 1967 Campaign is \$25,555.24. (This represents an annual increase of \$664,435.26.) This compares favorably with the allotments last year which amounted to \$24,776.11 for each two-week pay period.

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6. Employee Activity Association: The EAA commodity sales program started on 22 May. For the first four days, gross sales amounted to \$2,870 with a net profit of \$675. An accompanying profit was the signing up of 83 new members, 39 renewals of expired memberships, and 2 Patrons. These were employees who wanted to be able to make purchases but who had to join before they would be permitted to buy. During the week of 5 June, we plan to offer these commodities for sale at EPIC and in the Rosslyn area.

7. Fringe Benefits for Contract Employees: We checked again this week on the status of this program. The Director, Bureau of Retirement and Insurance tells us that the proposal is still on the desks of the Civil Service Commissioners and that a decision is expected at any time.

8. Government Employees' Health Association, Inc.: The GEHA Board of Directors met for a discussion of improvements that might be made to the Agency's hospitalization plan for the contract year beginning 1 January 1968. As a result, we are requesting permission from the Bureau of Retirement and Insurance to increase the daily room and board rate for maternity cases from the present \$20 a day to \$30 a day (at a premium rate increase of \$.43 a month) and the daily room and board rate for other than maternity from the present \$30 a day to \$40 a day (at a premium rate increase of \$2.76 per month). For the single plan, the premium rate will go up \$1.06 per month for increase in the room and board rate to \$40 a day; there is no maternity coverage under this plan. In view of the possibility that our plan might be the only one

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increasing premium rates this year, we are reserving with the Bureau the right to modify or to eliminate these proposed changes subject to factors known later this summer. The proposed benefit changes and premium increases are being submitted at this time in order to meet a 30 June 1967 deadline established by BRI.



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Acting Director of Personnel

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